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*Report 1-4-1*

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Semi-Annual Activity Report as of 30 June 1955

1. Correspondence Management (General)

Distributed the brochure, "Correspondence Management." Our continuing promotional efforts have resulted in top-level recognition of the need for improved correspondence practices.

2. Correspondence Supplies

Continued to promote the use of Letterex. Average monthly usage during the first six months of this calendar year was twice that of the previous six month period. Over 4,000,000 sets were used in FY 55.

Conducted a headquarters-wide test of smudge proof hectograph masters, evaluated the results, and recommended that they be stocked. Acceptance of the recommended will make available to Agency personnel a higher quality non-soiling master having a shelf life three times that of masters presently stocked. Benefits from higher employee morale, increased production, and less spoilage of masters will far offset the additional cost of 1 1/3¢ per master.

3. Correspondence Style Standards and Procedures

HB   Correspondence Style and Procedures, is scheduled for distribution in July. The Logistics Office conducted a training session on correspondence practices using a draft of the handbook for guidance. The Office of Training has been furnished a draft to plan refresher and entrance-on-duty training courses.

4. Effective Writing Program

Collaborated with the Offices of Training and Personnel in fostering headquarters-wide interest in effective writing. Spoke at meetings of the DD/I and DD/S Training Liaison Officers. Furnished material for a lecture on staff writing given by the Office of Personnel.

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Determined headquarters requirements for copies of the handbook, Plain Letters. Twelve hundred copies are on order for distribution in July.

#### 5. Area Reports Management Programs

Effective controls over the creation of reports were established in the Office of the Comptroller. An inventory of reporting requirements disclosed lack of adequate report directives and the preparation of nonessential copies of reports. Further analysis is scheduled.

Plans for programs encompassing all components under the DD/S and DD/I have been furnished respective Special Assistants. Further effort to launch a program in the Logistics Office is being withheld by their request pending a decision on the scope of a DD/S program.

Publication of the manual, Operating an Area Reports Management Program, completed the development of guides for installing and operating area programs.

#### 6. Reports Surveys

Analyzed reports required of the Incentive Awards Branch and recommended simplified graphic reporting for weekly reports and punched card recording of awards data. The latter proposal is under study. Its adoption would make statistics available at any time and eliminate the five day workload required each year to prepare a report for the Civil Service Commission.

Studied the necessity for a Records Center report on NIS sections returned to the Center. Recommendations accepted by ORR resulted in cancellation of the report and the establishment of stock levels to eliminate the handling of returned material over a certain amount. 660 man hours valued at \$1,257 were made available for essential Center operations.

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